

POSITION DESCRIPTION (Please Read Instructions on the Back)				1. Agency Position No. 13956	
2. Reason for Submission <input type="checkbox"/> Reassignment <input checked="" type="checkbox"/> Reassignment		3. Branch <input type="checkbox"/> New <input checked="" type="checkbox"/> Field		4. Locality - Official Location Orlando, FL	
5. Duty Station Orlando, FL		6. OPM Certification No.		7. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
8. Position Grade GS-0999		9. Position Title Student Trainee (Project Director)		10. Position Grade GS-0999	
11. Position Grade GS-0999		12. Position Title Student Trainee (Project Director)		13. Position Grade GS-0999	
14. Position Title Student Trainee (Project Director)		15. Position Grade GS-0999		16. Position Title Student Trainee (Project Director)	
17. Position Grade GS-0999		18. Position Title Student Trainee (Project Director)		19. Position Grade GS-0999	
20. Position Title Student Trainee (Project Director)		21. Position Grade GS-0999		22. Position Title Student Trainee (Project Director)	
23. Position Grade GS-0999		24. Position Title Student Trainee (Project Director)		25. Position Grade GS-0999	
26. Position Title Student Trainee (Project Director)		27. Position Grade GS-0999		28. Position Title Student Trainee (Project Director)	
29. Position Grade GS-0999		30. Position Title Student Trainee (Project Director)		31. Position Grade GS-0999	
32. Position Title Student Trainee (Project Director)		33. Position Grade GS-0999		34. Position Title Student Trainee (Project Director)	
35. Position Grade GS-0999		36. Position Title Student Trainee (Project Director)		37. Position Grade GS-0999	
38. Position Title Student Trainee (Project Director)		39. Position Grade GS-0999		40. Position Title Student Trainee (Project Director)	
41. Position Grade GS-0999		42. Position Title Student Trainee (Project Director)		43. Position Grade GS-0999	
44. Position Title Student Trainee (Project Director)		45. Position Grade GS-0999		46. Position Title Student Trainee (Project Director)	
47. Position Grade GS-0999		48. Position Title Student Trainee (Project Director)		49. Position Grade GS-0999	
50. Position Title Student Trainee (Project Director)		51. Position Grade GS-0999		52. Position Title Student Trainee (Project Director)	
53. Position Grade GS-0999		54. Position Title Student Trainee (Project Director)		55. Position Grade GS-0999	
56. Position Title Student Trainee (Project Director)		57. Position Grade GS-0999		58. Position Title Student Trainee (Project Director)	
59. Position Grade GS-0999		60. Position Title Student Trainee (Project Director)		61. Position Grade GS-0999	
62. Position Title Student Trainee (Project Director)		63. Position Grade GS-0999		64. Position Title Student Trainee (Project Director)	
65. Position Grade GS-0999		66. Position Title Student Trainee (Project Director)		67. Position Grade GS-0999	
68. Position Title Student Trainee (Project Director)		69. Position Grade GS-0999		70. Position Title Student Trainee (Project Director)	
71. Position Grade GS-0999		72. Position Title Student Trainee (Project Director)		73. Position Grade GS-0999	
74. Position Title Student Trainee (Project Director)		75. Position Grade GS-0999		76. Position Title Student Trainee (Project Director)	
77. Position Grade GS-0999		78. Position Title Student Trainee (Project Director)		79. Position Grade GS-0999	
80. Position Title Student Trainee (Project Director)		81. Position Grade GS-0999		82. Position Title Student Trainee (Project Director)	
83. Position Grade GS-0999		84. Position Title Student Trainee (Project Director)		85. Position Grade GS-0999	
86. Position Title Student Trainee (Project Director)		87. Position Grade GS-0999		88. Position Title Student Trainee (Project Director)	
89. Position Grade GS-0999		90. Position Title Student Trainee (Project Director)		91. Position Grade GS-0999	
92. Position Title Student Trainee (Project Director)		93. Position Grade GS-0999		94. Position Title Student Trainee (Project Director)	
95. Position Grade GS-0999		96. Position Title Student Trainee (Project Director)		97. Position Grade GS-0999	
98. Position Title Student Trainee (Project Director)		99. Position Grade GS-0999		100. Position Title Student Trainee (Project Director)	

Student Trainee (Project Director)  
GS-399-07

## MAJOR DUTIES

Serves as a Student Career Experience Program (SCEP) trainee performing a variety of developmental assignments within the program management field involving different and unrelated situations, processes and methods. Completes on-the-job training and/or self development as set forth in the incumbent's Individual Development Plan and Training Agreement. Works independently or as a team member performing assignments of average difficulty and responsibility progressing to the more difficult which require an enhanced knowledge and experience in the principles, concepts, practices and techniques utilized in the Project Management (PM) career field. (100%)

### **FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION - LEVEL 1-5 750 POINTS**

Knowledge of basic principles, practices, and methods of the specific functional area(s) acquired through structured on-the-job and classroom training sufficient to do entry level work.

### **FACTOR 2. SUPERVISORY CONTROLS - LEVEL 2-2 125 POINTS**

The supervisor instructs the employee on what to do, the methods to use, what to look for, and what to bring to the supervisor's attention. The supervisor assigns development tasks, or tasks involving the use of new formats, methods, or procedures, the supervisor typically provides detailed and specific instructions. The employee will consult with the supervisor or a higher-grade co-worker when clarification of instructions is necessary. The supervisor reviews work while in progress and upon completion to see that the employee followed directions and the results are complete and accurate.

### **FACTOR 3. GUIDELINES - Level 3-2 125 POINTS**

The employee uses a number of procedural guidelines that specifically cover the assigned work. These guidelines include such items as clear precedents applicable to similar situations, applicable portions of functional area handbooks or agency manuals, and/or written instructions. The employee uses judgment in locating and selecting the proper procedural and technical instructions and in performing those aspects of the work not specifically prescribed. The employee refers situations that do not readily fit instructions or applicable guidelines to the supervisor or a higher-grade employee.

**FACTOR 4. COMPLEXITY - LEVEL 4-3 150 POINTS**

The work involves the use of different and unrelated processes and methods. Decisions of what needs to be done depend upon analysis of the subject, phase or issue involved in each assignment, and the course of action may have to be selected from many alternatives.

**FACTOR 5. SCOPE AND EFFECT - LEVEL 5-3 150 POINTS**

The work involves a variety of conventional problems, questions, or situations, which must be addressed and resolved through unrelated, but established processes. Reports and recommendations affect the operations and management of systems or programs studied.

**FACTOR 6. PERSONAL CONTACTS - LEVEL 6-2 25 POINTS**

Contacts are with employees and managers within and outside the PEO who are engaged in a variety of functions and management support areas. There is occasional contact with support services and private contractors.

**FACTOR 7. PURPOSE OF CONTACTS - Level 7-1 20 POINTS**

Purpose of contacts is to exchange information, plan, coordinate, make recommendations on work studied and/or analyzed and to recommend solutions to problems in areas studied.

**FACTOR 8. PHYSICAL DEMANDS - LEVEL 8-2 20 POINTS**

Requires a combination of sedentary work and work at field sites requiring a variety of physical activities to include long periods of standing and climbing aboard equipment, through buildings and construction sites to observe, test and study operations at device sites.

**FACTOR 9. WORK ENVIRONMENT - LEVEL 9-2 20 POINTS**

Work is performed both in an office and in a field setting. Moderate travel to attend meetings at contractor sites or field activities is required. Work at field activities may require working without modern conveniences, e.g., lighting, air-conditioning and plumbing under a variety of environmental conditions from desert heat to below freezing temperatures. Protective clothing and gear and observance of safety precautions may be required.

**TOTAL POINTS - 1385**